



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

**VIA ELECTRONIC MAIL**

October 28, 2004

To: All Department Heads

From: David E. Janssen  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**GUIDELINES AND INSTRUCTIONS FOR THE AMENDMENT TO THE HIRING AND PROMOTIONAL FREEZE**

On September 28, 2004, the Board approved an amendment to the hiring and promotional freeze to conditionally exempt departments that meet specific criteria predefined by the Chief Administrative Office (CAO). Attached are the instructions and guidelines which define the criteria departments are required to meet to be granted an exemption from the freeze and the requirements for departments to maintain their exemption.

Although this amendment provides departments the flexibility to hire and promote without direct CAO approval, we will continue to closely monitor department's spending using the departmental Budget Status Reports. In addition, the ongoing requirements departments must adhere to under this amendment provide the CAO an additional mechanism to assist in monitoring departmental salary and employee benefits (including overtime) expenditures.

The intent of this amendment is to allow departments to efficiently adjust staffing levels to ensure fulfillment of their missions and goals within their approved budgets and staffing allocations.

If you have any questions and/or concerns regarding this amendment, please call me, or your staff may contact Sid Kikkawa at (213) 974-1133.

DEJ:DL  
SK:AB:ljp  
Attachments

c: Each Supervisor  
Administrative Deputies (via electronic mail)  
[guidelines.m](#)

## **GUIDELINES AND INSTRUCTIONS FOR THE AMENDMENT TO THE HIRING AND PROMOTIONAL FREEZE**

On September 28, 2004, the Board approved an amendment to the hiring and promotional freeze (freeze). The following are instructions and guidelines for the amended freeze. Departments must meet the qualifying criteria to be allowed hiring and promotional authority and will also be required to maintain the current year net County cost to continue their hiring and promotional authority.

### **Qualifying Process**

1. Those departments and specific positions currently exempted from the freeze will continue to be exempt until otherwise determined by the Chief Administrative Office (CAO). Those departments are to continue the current process by which they hire and promote. If you are uncertain whether or not your department, or certain positions within your department are exempt, please contact your CAO budget analyst for confirmation.
2. All Departments must initially meet the following three criteria to be considered for exemption from the freeze:
  - a. The department must submit an updated, accurate item control to their CAO budget analyst reflecting the 2004-05 Final Adopt Spreadsheets;
  - b. The CAO must first make a finding that the department's total net County cost at closing for FY 2002-03 and 2003-04 was within their respective current year budgeted amounts. In addition to current year, the department's prior year activity will be reviewed to determine its impact on overall net County cost. Any or all expenditures that exceeded the department's budget allocation but were authorized by the CAO (including prior year activity that caused a department to exceed its current year budget) will not preclude that department from being reviewed for exemption; and
  - c. The department is notified of Chief Administrative Office approval.

### **Initial Review Process**

1. Departments should submit an updated, accurate item control reflecting the 2004-05 Final Adopt Spreadsheets. The item control should identify positions by section and should, at a minimum, include the following for each budgeted position in the budget unit:
  - a. Budgeted item number, subletter, year adjustment code (if applicable), and item description;

- b. Incumbent's name, actual payroll item number, subletter, and description. Identify all incumbents, including overhires that do not have corresponding budgeted positions;
  - c. Identify if the incumbent is currently earning an Additional Responsibility Bonus and the effective date of the bonus; and
  - d. A unique, identifiable number for each position budgeted, if available.
2. Upon CAO approval of the department's item control, the CAO will subsequently determine if the department has spent within its budgeted net County cost for FY 2002-03 and 2003-04. In addition to current year, the CAO will review the department's prior year activity to determine its impact on overall net County cost. Any or all expenditures that exceeded the department's budget allocation but were authorized by the CAO (including prior year activity that caused a department to exceed its current year budget) will not preclude that department from being reviewed for exemption. The CAO will utilize the Auditor-Controller's (AC) year-end closing variance report to make this determination; this report reflects actual CAPS data.
  3. If the CAO determines that the department has submitted a satisfactory item control and if the department has not exceeded their net County cost for two years, the department will be notified via a memo that they have been provided authority to process their hirings and promotions.
  4. The CAO will notify the AC and the Department of Human Resources (DHR) which departments met the required criteria for the amendment and request the AC lift the current CWTAPPS restrictions to allow departmental processing of new hires and promotions. Departments that do not have the systems capabilities to update on CWTAPPS should continue to go through the DHR.

### **Ongoing Review Process**

1. Departments that qualify under the amendment will be required to submit to the CAO the following items:
  - a. A monthly report identifying all hires, promotions, transfers, and terminations in a format provided in Attachments I through IV. This report should be sent to each respective CAO budget analyst beginning December 1, 2004; and
  - b. An updated item control upon request of the CAO, which may include modifications to the item control format.
2. During the fiscal year, the Budget Status Report (BSR) will be utilized to determine if departments continue to be on budget. If the CAO analyst identifies increased hirings/promotions/transfers in the department that may significantly impact the BSR, the department may be required to provide an estimated actual upon CAO request.

3. If the CAO analyst determines that a department may exceed its budget, the department is filling positions which are not budgeted and vacant, the department is violating other hiring policies, and/or the department has not provided the required documents, the CAO will remove the department from the qualified list and place the department back on the hard hiring and promotional freeze. The CAO will notify the department in writing and the department will be required to resume submission of hiring and promotional requests to the CAO. The CAO will also notify the AC and DHR and request that the AC remove department's access to CWTAPPS.
4. If a department is removed from the qualified list, the department will be ineligible to qualify for the freeze amendment for the remainder of the fiscal year and will be required to submit a request for re-consideration in the beginning of the new fiscal year. The request should include an explanation of the circumstances surrounding the department's removal from the amendment list and a corrective action plan.

These guidelines will remain in place until otherwise modified by the Board of Supervisors or CAO. Technical questions concerning these guidelines and instructions should be directed to each respective CAO budget analyst.

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**Department:**  
**Hiring/Promotional Freeze Amendment**  
**Fiscal Year 2004-05**  
**Month:**

**New Hires/Rehires/Reinstatements**

Employee Number	Employee Name	Item		Item Description	Job	Appointment Date	Salary
		Number	Sub				

Department:  
Hiring/Promotional Freeze Amendment  
Fiscal Year 2004-05  
Month:

Promotions

Employee Number	Employee Name	Item Promoted From			Job Appointment Date	Item Promoted To			Salary
		Item Number	Item Sub	Item Description		Item Number	Item Sub	Item Description	

**Department:**  
**Hiring/Promotional Freeze Amendment**  
**Fiscal Year 2004-05**  
**Month:**

ATTACHMENT III

**Transfers**

Employee Number	Employee Name	Item		Item Sub	Item Description	Transfer		Describe Transfer and Reason for Transfer
		Number				Date		

## ATTACHMENT IV

Employee Number	Employee Name	Item Number	Item Sub	Item Description	Job	Termination Date	Salary
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